

M e m o r a n d u m

Date: January 21, 2010

To: Otay Mesa Inspection Facility
Attention: Lieutenant J. P. Martinez

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13159.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Otay Mesa Inspection Facility was conducted on December 8, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 15, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 213 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 51 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	113	53.05%	25.46	26
Telecommunications	58	27.23%	13.07	14
Fleet	1	.47%	0.23	1
Weapons	41	19.25%	9.24	10
Total	213			51

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 51 of the 51 items were located. One item requires a replacement tag. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 6 of the 6 items reconciled.

Due to your command's effective management of materials and equipment, I request your command only research and investigate the minor discrepancy noted above in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify the variance. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory record. In order to verify that the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 21, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Otay Mesa Inspection Facility
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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Border Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT

A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
OTAY MESA INSPECTION FACILITY - 646
DECEMBER 15, 2009**

ATTACHMENT A

	EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
1	RACK WEAPON/LOCK/CASE	116212			X			NEEDS NEW STICKER

ATTACHMENT

B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
OTAY MESA INSPECTION FACILITY - 646**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	100353	PRINTER LJ4SI P030979	JPGG008586	X				
2	101462	CAMCORDER MOD 55536 P0646D5041	611640057	X				
3	101465	JACK PALLET ELECTRIC P0646D5049	MWL22-1A-05382	X				
4	101773	RADIOLOGICAL SURVEY METER P042284 E95-9	536	X				
5	105201	WASHER PRESSURE MOD 9-76260 P0646D7003	4398390	X				
6	106339	MACHINE LABELMAKING MODPT-8000 646D7011	M73234022	X				
7	116212	RACK WEAPON/LOCK/CASE/SAFE COMB		X				NEEDS NEW STICKER
8	125913	LAPTOP	0028624760	X				
9	125942	COMPUTER	0028707396	X				
10	125943	LAPTOP	0028488872	X				
11	130549	ROUTER	FHK072510NK	X				
12	132014	SCALE	25428	X				
13	132194	UNINTERRUPTABLE POWER SOURCE	AS0346311928	X				
14	145902	SWITCH	FOC1026X1Q6	X				
15	149059	PRINTER	CNRXL52473	X				
16	149064	PRINTER	CNRXJ74828	X				
17	150196	RADIATION DETECTION KIT	215520/ PR227094/PR226595	X				
18	152798	COMPUTER	MXL7300VD5	X				
19	152802	COMPUTER	MXL7300VC4	X				
20	152807	COMPUTER	MXL7300VS0	X				
21	152996	CAMERA , COMPACT DIGITAL	572577	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
OTAY MESA INSPECTION FACILITY - 646**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
22 162512	FAX MACHINE		X					
23 165672	COMPUTER	MXL83907R6	X					
24 93813	CAMERA 35MM STYLUS 200MPO076D4236	5491899	X					
25 AF01181	CAMERA	LZC95150436C	X					
26 XRR0103	ALCOHOL SCREENING DEVICE/CASE P037047	17948	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT

C

ATTACHMENT C

[illegible]

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT

D

ATTACHMENT D

[illegible]

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT

E

Complete Area Inventory

646 - Otay Mesa IF

6
November 20, 2009

Officer Issued Weapons

Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Issued to officer:

Department of California Highway Patrol

Complete Area Inventory

646 - Otay Mesa IF

November 20, 2009

Smith & Wesson - 4006TSW: 27

Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons

Ser#

Control#

Comments

Ser#

Control#

Comments

Issued to Area/Division:

Ser#

Control#

Comments

Ser#

Control#

Comments

Department of California Highway Patrol

Complete Area Inventory

646 - Otay Mesa IF

November 20, 2009

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Issued to Area/Division: [REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]